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From: Clemmer, Jill (DPH)
Sent: Thursday, September 03, 2009 9:48 AM
To: Lefkin, Howard
Cc: DiNatale, Margaret (DPH); Nassif, Julianne (DPH)
Subject: FW: old maintenance records of CFH and BSC

Hi Howard – Are you keeping the records from B & V Testing of our fume hood certifications since you took the program over? I keep some notes on failures/repairs, but I don't receive the certifications – I have the stickers that B & V applies to each unit to reflect the status of the airflow and certification periods to consult real time. I'll ask Peggy for the records from the BSC in room 313, because it is in failure status. Otherwise, I'll let the others go... Jill (I don't know what length of time we are required to retain these types of records...)

From: DiNatale, Margaret (DPH)
Sent: Wednesday, September 02, 2009 10:48 AM
To: Clemmer, Jill (DPH)
Subject: RE: old maintenance records of CFH and BSC

Hi Jill,
You can sort that out with Howard. Let me know if you want records and which ones you want.
Peggy

From: Clemmer, Jill (DPH)
Sent: Wednesday, September 02, 2009 10:35 AM
To: DiNatale, Margaret (DPH)
Subject: RE: old maintenance records of CFH and BSC

Peggy – Should Howard Lefkin keep them? Is there a rule in the State Record Retention Guidance for these types of records? I don't mind keeping ours, but don't know how far back we need to keep... Jill

From: DiNatale, Margaret (DPH)
Sent: Tuesday, September 01, 2009 2:43 PM
To: Borne, Alan (DPH); Salemi, Charles (DPH); Clemmer, Jill (DPH); Jenner, Jennifer (DPH); Rubin, Alan (DPH); Stiles, Tracy (DPH); Peppe, Joseph (DPH); 'Kazianis, Arthur (DPH)'; Borne, Paul (DPH); Borne, Deborah (DPH); Elvin, Paul (DPH); Chen, Karen (DPH); Gonzalez, Yvonne (DPH); 'Konomi, Raimond (DPH)'; Hennigan, Scott (DPH); Krumholz, Glenn (DPH)
Cc: Caloggero, Dina (DPH); Smole, Sandra (DPH); Nassif, Julianne (DPH); Szymczak, Elizabeth (DPH); Han, Linda (DPH); DiNatale, Margaret (DPH)
Subject: old maintenance records of CFH and BSC
Importance: High

Hi,
I still have the old folders with the maintenance records for the BSCs and CFHs from the labs. I haven't been involved with the PM of these units for about three years and have no need to keep these records.

If you would like to take the folder for the hoods in your lab, please send me a list of the records you wish to take. To make it easier to find the records, please provide me with the **SERIAL number for each unit**. The room number won't help because some units have been relocated and rooms have been reconfigured.

Please let me know ASAP. I would like to clear these out of my office by September 15.

Thanks,

